

Map Library Division

21 June 1960

Encumbent and Grade	Slot & Grade	Branch	Overencumbrance	Where working	Duties	
25X1A9a	S-7)	F-981-7	Off. of Ch.	-----	-----	Secretary/Admin. Ass't(CIA)
	S-7)	F-1260-7	Off. of Ch.	-----	Resignation COB 8 July 60	Clk/Admin. Ass't(State)
	(GS-4)	F-1260-7	Off. of Ch.	Yes	-----	" " " "
	GS-5)	F-890-5	Off. of Ch.	-----	Collection Section, Processing	Sec/Steno dtld to Processing Br. for typing AF orders & correspondence. Sorts AF stock.
	-7)	F-592-7	Off. of Ch. Cont. Sec.	-----	-----	Prepares material for shipment. Maintains registry logs; makes internal dist. of mail, prepares monthly statistical rpts & makes automatic dist. of AFMP material
25X1A9a	(GS-6)	F-632-6	Off. of Ch. Cont. Sec.	-----	-----	Separates, lists, wraps, maintains logs & transmits material to foreign & domestic agencies partaking in map exchange program. Handles reproduction reqs.
		F-1508-4	Off. of Ch. Cont. Sec.			Not counted on GRA T/O (VACANT)

Approved For Release 2001/08/10 : CIA-RDP63-00314R000100010016-5

Incumbent & Grade	Slot & Grade	Branch	Overencumbrance	Where Working	Duties
25X1A9a	F-893-6	Procurement Br.	-----	-----	Sec/Typist-Procurement Br. Distributes incoming map correspondence. Prepares procurement rpts of the expenditure of funds.
	F-1534-4	Procurement Br.	-----	-----	Clk-Typist in Domestic Procurement Br.
	F-229-5	Processing Br.	-----	Cat. Sec.	File Clerk-Sorts catalog XXXXXXXXXX cards
	F-1535-4	Processing Br.	Not counted on GRA T/O	Cat.Sec.	File Clerk-Acquisitions List Typist
	F-1264-7	Processing Br.	-----	Coll. Sec.	File supervisor-in charge of photo mosaic collection.
	5) F-232-5	" "	-----	" "	File clerk-typist. In charge of distribution section.
	(GS-5) F-232-5	" "	-----	" "	File clerk in charge of file copy collection.
) F-234-4	" "	-----	" "	File clerk in charge of CIA collection.
	F-234-4	" "	-----	Vacant-slot one of 2 authorized.	
	1) F-1536-3	" "	Summer Emp.	Slot not counted in GRA T/O	File clk working w/ XXXXXXXXXX
) F-231-8	Processing Br.	-----	Coll. Sec.	File Supervisor.	
(This position not counted as clerical because of grade.)					25X1A9a

SECRET

1. No major problems.
2. No marginal employees.
3. Processing Branch, Collection Section. One full time GS-4 clerk needed. Not necessarily with typing ability. This additional employee needed beside [REDACTED] who is a summer employee coming in on a permanent basis. Also suggested that it would be ideal to have a full time clerk in the cataloging section.

25X1A9a

Procurement Branch(Special Support Br.) A full time experienced typist (GS-5) desired. Someone like a publications typist would be desirable. It is felt that two typists, both well qualified, could be kept busy full time.

SECRET